

## **Guidelines for Submission to the 2014 PEPFAR Small Grants Program**

The PEPFAR Small Grants Program (PSGP) is part of the Caribbean Regional Partnership Framework against HIV/AIDS and focuses on community based prevention activities to reduce the spread of HIV, reduce AIDS related stigma and discrimination, and encourages communities to cooperate in fighting the epidemic.

### **Eligibility for Funding:**

Community-based organizations (CBOs), local non-governmental organizations (NGOs), faith based organizations (FBOs), clubs, and individuals. Governmental agencies are no longer eligible to receive these funds.

### **Description of Eligible Projects**

Across the world PEPFAR seeks to:

- ✓ Encourage bold leadership at every level to fight HIV/AIDS
- ✓ Apply best practices within our bilateral programs in concert with host government's national HIV/AIDS strategies
- ✓ Encourage all partners to coordinate, adhere to sound management practices and harmonize monitoring and evaluation efforts.

In keeping with PEPFAR goals and the priorities of the Caribbean Regional Partnership Framework, projects should focus on most-at-risk-populations (MARPS) and persons engaging in high risk behavior. Gender based issues should also be addressed. Projects should reach out to communities and persons most affected by the issues being addressed, should increase the communities awareness of HIV/AIDS and advocate for action at the local level and within the country's leadership. The projects should further provide opportunities to promote discussion and action in Suriname to combat HIV/AIDS and related issues.

The program strongly supports **creative, original, and innovative ideas** and should be supported by local government and/or business communities, and communities and persons most affected by the issues being addressed.

### **The funds may be used to support activities in the following broad areas:**

- a. Reduction of HIV-related stigma in the local community, in the general population, and in more isolated areas.
- b. Improved media coverage of the epidemic, impacted individuals and populations, new HIV programs, and prevention activities in the community.
- c. Activities enlisting the input and involvement of persons living with HIV/AIDS (PLWHAs).
- d. Promotional activities for risk-reduction and prevention messages, voluntary counseling and testing, "knowing your HIV status," and programs such as prevention of mother-to-child transmission of HIV (PMTCT) and gender based violence.
- e. Other activities that will benefit the affected population and promote greater public awareness and stigma reduction. This can include training and/or workshops for healthcare

workers, hosting public speakers on relevant topics, promotional contests, etc.

**Funds may NOT be used for the following:**

- a. The purchase of food.
- b. Furniture or equipment purchases (i.e. computers, office equipment and supplies, recreational devices and equipment).
- c. Procurement of consumables for treatment or testing programs.
- d. Procurement of antiretroviral drugs.
- e. Large-scale programs requiring more than one-time funding or **exceeding US\$10,000**.
- f. Salaries and benefits for staff or volunteers.
- g. Supplanting existing funding.
- h. Travel.

**Proposal Format:**

Applying entities have flexibility in the formatting of their proposal submission, but **at minimum all proposals must be in English** and are required to include the following:

- ✓ Background and administrative information on applying organization, including point-of-contact. In case of an **organization**, a listing of the organization's management and/or board is also required. In addition a **foundation** should also provide an official record of its registration from the Ministry of Justice and Police;
- ✓ Detailed project description with measurable goals and objectives;
- ✓ Project justification;
- ✓ A list of all potential partners;
- ✓ Population and geographic area targeted; including the number of people expected to reach;
- ✓ In preparing the applicant should keep in mind that every project is subject to a pre- and post situation/knowledge evaluation and should thus be budgeted accordingly;
- ✓ Timeline of planned activities. **No project can exceed a 7 month timeframe;**
- ✓ Detailed and complete budget and cost estimates **in U.S. Dollars**. This should include funding from all potential co-donors. \*\*

*\*\* Please note: Each project proposal must include a detailed budget of estimated project costs. Cost estimates and quotes should be thoroughly researched prior to submission. If approved, the receiving organization must follow the budget submitted. The Embassy should be notified of any and all other potential donors up front as it reserves the right to reject any potential co-donors it deems inappropriate. Failure of notification can lead to suspension of project funding.*

All submitted proposals will be subject to a recommendation process by the National AIDS Program to make sure the project is within the goals and objectives of the National Strategic Plan for HIV/AIDS.

## **Midterm Review**

All selected projects will be required to submit monthly updates on progress and a full mid-term review. Depending on the nature of the project additional updates could be required. Failure to submit the mid-term review could lead to suspension of project funding.

## **Final Reporting:**

Subsequent to the completion of a project, a detailed report will have to be submitted **within thirty (30) days** following the last activity. This report must include:

- ✓ The number of people reached/trained with the project;
- ✓ The strengths and weaknesses of the project;
- ✓ Indicators of achievement; each selected project will get a relevant set of basic indicators to report on ;
- ✓ A complete breakdown of project expenditures in U.S. Dollars, to include co-funded components and all original receipts;
- ✓ Copies of all materials (flyers, pamphlets, posters etc.) produced as part of this project;
- ✓ The format for this report is flexible, but must at a minimum be presented in English

**This report will be due within 30 days after completion of the project.**

Proposals may be submitted as an attachment via email or regular mail no later than **May 01, 2014** to

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